

1714 - HUMAN RESOURCES TECHNICIAN I

NATURE OF WORK

Responsible, varied and complex clerical and technical personnel work in a section (including employment, testing and recruitment, benefits, training, records) of the City's Human Resources Department of a specialist nature often involving complex work methods and techniques.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Performs a variety of responsible duties relative to the personnel function to which assigned including the interpretation of departmental operations, policies, and procedures and the dissemination of information concerning personnel rules, union contracts, recruitment practices, performance evaluation.

Establishes and maintains a variety of complex records and reports.

Computes and compiles data; updates employee salaries.

Types forms, answers a variety of correspondence incidental to work assignments; attends meetings and hearings of the Personnel Board and Service Evaluation Board; prepares and maintains notices and minutes of those meetings.

Interviews applicants to determine qualifications for employment; assists in the scoring of examinations.

Performs background checks and verification of information on applications.

Prepares training announcements and other communications material.

Schedules employees for orientation sessions; coordinates registration for training and special events.

Explains insurance programs to employees and retirees; mails applications and cancellations to insurance companies.

Reviews insurance forms and other benefits forms completed by employees for accuracy and completeness.

Responds to variety of requests for information from employees, applicants and the general public.

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES

Some proficiency in typing.

Knowledge of one or more personnel functions, including recruitment, testing, fringe benefits, payroll, record keeping, or other related areas.

Knowledge of business arithmetic and English.

Some knowledge of City organization, ordinances, laws, rules and regulations including Personnel Rules, Civil Service Act, Performance Evaluations, and Work Rules.

Ability to operate a variety of office machines; ability to carry out complex oral and written instructions.

Ability to establish and maintain effective working relationships with other employees and the public.

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MINIMUM REQUIREMENTS

1714 - PERSONNEL TECHNICIAN I

One (1) year verifiable full-time paid experience in evaluating and processing complex forms, computing/compiling data, maintaining complex records, and interacting with the public. Must type 30 correct words per minute.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and work follows prescribed procedures and is subject to audit and review.

SUPERVISION EXERCISED

Usually none but may direct the work of clerical assistants.

Rev. 1/02 (title change)